

# REVENUE DEPARTMENT



## JOB RE-ANNOUNCEMENT

JOB TITLE/JOB CODE NUMBER		ANNOUNCEMENT NUMBER		POSTING DATE
Tax Examiner 2 (M) 41446		038- 06		06/30/06
UNCLASSIFIED		SALARY RANGE (MONTHLY)		CLOSING DATE
		\$1,967.80 - \$3,450.16		07/10/06
DIVISION		UNIT NAME/LOCATION		
Taxpayer Services		Motor Fuel Unit – Century Center, 8 <sup>th</sup> Floor		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue  
Human Resources, Suite 2225  
1800 Century Blvd., NE  
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

### GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION:

This position is responsible for performing desk audits on licensed distributor accounts and registered IFTA accounts. Reviews work items in the GenTax system and exceptions in the IFTA processing system which may result in assessments or credits to taxpayer accounts. Approves claims for refunds submitted from the taxpayer. Adjusts Motor Carrier computer records to reflect authorized assessment cancellations and penalty waivers. Assists taxpayers, accountants, attorneys and others regarding the Motor Fuel Tax laws and the practical application of these laws in reporting and recordkeeping. Contacts taxpayers in writing and in person when necessary. Recommends accounts to the Compliance Division for field audits as required.

### MINIMUM TRAINING AND EXPERIENCE:

One year of experience in the examination, preparation, or audit of tax documents at a level equivalent to a Tax Examiner 1 or Revenue Agent 1 and possession of good oral and written communication skills **OR** Two years of experience in tax preparation and examination involving the use of basic accounting principles and the application of Georgia Tax Laws and possession of good oral and written skills **OR** Two years of experience as a temporary Tax Examiner in the unit in which the job vacancy exists and possession of good oral and written communication skills.

### PREFERRED QUALIFICATIONS:

One year of experience in the examination and computation of complex tax returns in one or more fields. Six months of experience in the use of personal computers using a Windows environment. Ability to perform basic mathematical skills. Good customer service skills. Six months of experience working with the general public. Completion of the equivalent of 10 quarter hours of basic, intermediate or advanced level courses in accounting, taxation, tax law, or a related field.

### COMMENTS:

Previous applicants are still being considered and need not reapply.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.